



CITY OF HOUSTON

Job Posting

AP

1	Applications accepted from:	All PERSONS INTERESTED
2	Job Classification	ADMINISTRATIVE ASSOCIATE
3	Posting Number	PN# 111048
4	Department	Department of Public Works & Engineering
5	Division	Public Utilities Division
6	Section	Water Production Branch
7	Reporting Location	611 Walker*
8	Workdays & Hours	M - F, 8:00 a.m. – 5:00 p.m.*
*Subject to change		

9 **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Compiles data for use in a variety of reports, surveys, inventories and studies. Composes, edits and types correspondences, speeches, reports, directives, etc. Maintains, prepares, revises and disseminates department rules, regulations, policies, procedures and other pertinent reference information. Assists in department budget preparation and monitoring. Assists in planning and implementing department sponsored activities and programs. Coordinates special projects and conducts field investigations to evaluate project progress. Provides technical guidance and assistance to clerical staff. Performs other duties as requested.

10 **WORKING CONDITIONS**

This position is physically comfortable; the individual has discretion about walking, standing, etc. There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

11 **MINIMUM EDUCATIONAL REQUIREMENTS**

Requires a Bachelor’s degree in Business Administration, Liberal Arts, or related field.

12 **MINIMUM EXPERIENCE REQUIREMENTS**

No experience is required. Professional administrative experience may be substituted for the above education requirement on a year-for-year basis.

13 **MINIMUM LICENSE REQUIREMENTS**

Valid Texas Driver’s License and compliance with the City of Houston policy on driving (AP 2-2).

14 **PREFERENCES**

Preference will be given to those with one (1) year of experience working in a professional environment.

15 **SELECTION/SKILLS TESTS REQUIRED**

None

However, the Department may administer a skill assessment evaluation.

16 **SAFETY IMPACT POSITION**

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 **SALARY INFORMATION**

Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

	<u>Salary Range - Pay Grade 13</u>
\$ 824 - \$1,154	Biweekly \$ 21,424 - \$30,004 Annually

18 **OPENING DATE**

June 14, 2006

19 **CLOSING DATE**

June 20, 2006

20 **APPLICATION PROCEDURES**

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 837-0871. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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